Continuing Education Grant Reimbursements Instructions

The Continuing Education Grant Program is structured to allow federal Library Service and Technology Act (LSTA) funds to be used in combination with funds either provided by you, your institution, or others as outlined in the application, to defray expenses incurred as a result of attending a training or continuing education event. Only expenses allowable by the federal program can be considered either for matching or for reimbursement. These expenses are listed as part of the budget allocation on the application. Before any expenses can be reimbursed, you are required to submit both your written report and your receipts or expenditure documentation (described below) to WSL for review. Unless there are extenuating circumstances, only one claim submission for each grant is expected and should be received within 45 days of completion of the CE event. If you have questions or concerns, please contact Elizabeth Iaukea at 360-570-5571 or (e-mail) eiaukea@secstate.wa.gov.

1. **Washington State Library's Continuing Education (CE) Grant Claim form**

   a. **Grantee Information and Original Budget ('White area' of the form)** Information from your original CE Grant application is reflected; please make corrections (if necessary) to the *grantee information only*.

   b. **Actual Expenditures ('Gray area' of the form)**
   Complete this area to reflect the real costs incurred in the course of your CE event. Documentation must be provided to substantiate all funds reflected – both matching and LSTA Grant. Only those expenses that appeared in your original application may be claimed. Specific documentation required for each type of expense is described below.

   c. **Statement of event beginning and ending (date and time)**
   Since per diem limits are being used for calculating lodging and meal reimbursement limits, it is necessary for us to know when your trip officially began and ended (both date and time for each).

   d. **Grantee/Claimant Signature**
   An original (not photocopied or facsimile) signature is required.

   e. **Supervisor/Director/Fiscal Representative Signature**
   An original (not photocopied or facsimile) signature is required, *IF*:
      i. Any of the expenditures shown, whether from matching or LSTA Grant funds, were covered by the claimant's institution, *or*
      ii. The grantee is an institution (rather than an individual).

2. **Documentation to support (actual) expenditures claimed**
   a. **Travel**
      i. **Mileage**
         − Mileage is reimbursed to driver only, not passengers or carpoolers, and only if personal vehicle is used.

- Mileage is reimbursed at the rate allowable by Washington State, currently $0.375/mile – *fuel receipts are not needed*.
- Include a signed statement indicating you drove your personal vehicle along with either:
  - Beginning and ending odometer readings, *or*
  - Printed mapped route from your starting and ending locations (from MapQuest, Yahoo Maps, Streets & Trips, etc.) stating miles of route. *and*
  - If splitting costs with other attendees, only your share of mileage expenses.

  ii. Airfare
  Receipt from travel provider (airline, travel agent, etc) indicating total amount paid and reflecting a zero balance. If receipt does not reflect zero balance, additional documentation to prove payment will be necessary (copy of a credit card or bank statement -- Please highlight the appropriate line and white out your account number).

  iii. Taxis, vans, etc.
  Receipt from travel provider.

  iv. Parking
  Receipt from provider. For hotel parking, itemized hotel receipt is sufficient.

b. **Lodging**
   i. Itemized receipt from hotel indicating zero balance. If receipt does not reflect zero balance, proof of payment is also required (copy of a credit card or bank statement -- Please highlight the appropriate line and white out your account number).
   ii. Items that may not be included in this category include: in-room movies/games, mini-bar items, room service, parking (include under travel expenses), telephone.
   iii. Lodging rates (before taxes) cannot exceed federal per diem rates for your event location. Please request a government rate, if applicable, when making reservations. For conferences where rates may be higher, the federal government allows for a 25% increase over normal location rates.

c. **Food**
   Food can be used as match only; however, this will increase the amount that grant funds can pay in other categories.
   i. Paid based on state/federal per diem rates for the location of the CE event. Information on rates is available at http://www.ofm.wa.gov/policy/colormap.pdf. Note that national per diem rates can be accessed at www.gsa.gov/travel.htm.
   ii. Must be in travel status 12 hours to claim food as match. Exception: meals included with conference activities, i.e., speaker luncheons, can be used.
   iii. Include conference meals in this category, *not as registration fees*. Conference meals are reimbursed at the conference rate and are not subject to per diem. This includes meals with speakers which are generally higher in cost.

d. **Registration fees**
   i. Itemized conference or training event registration receipt and proof of payment is required.

        ii. LSTA funds cannot be used to pay for professional membership dues or toward any additional fees incurred in the pursuit of a degree or certificate (clock hours or credits).

        iii. Conference meals listed on registration form are claimed as food, not as part of registration fees.

  e. Other

    Please itemize each item under a new line.

        i. Examples of "Other": Substitute librarians, purchase of course materials <u>required</u> for training, etc.

3. **Short narrative report (1-2 typed pages in length is typical) evaluating the CE Event.**

  Please include **3 copies** and address the following points:

  a. What did you learn?

  b. What were the highlights of the training?

  c. What was the most important aspect of the program for you?

  d. What was disappointing or inadequately covered by the event?

  e. Would you recommend this training for others? Why or why not?

  f. How will your library and its clients benefit from your attendance at this event?